

General Info Work Profile Work History Education Skill Profile

Contact Information

Current Status: New

Please fill in all required fields denoted by either an asterisk (*) or a puzzle piece icon.

*Last Name [Smith] Middle Initial []
*First Name [Sue]
Email []
*Address1 [1234 Main]
Address2 []
*City [Chicago]
*State [Illinois]
*County [COOK]
Home Phone [773-1234567]
Work Phone []
Fax Number []
*ZIP Code [60613]
*Country [USA]
Work Extension []

* May Employers contact you directly? ☐ Yes ☒ No (Choose "Yes" to show them your contact information)

Confidential Information

*Mother's SSN: []
*Mother's Maiden Name: [Main]

*Password: []
*Confirm Password: []
(Password must be 5 to 15 characters long.)

Other Information

What is the highest level of Education you have completed? [High School Diploma or GED]
*Can you legally work in the United States? ☒ Yes ☐ No
Are you willing to work for temporary agencies? ☒ Yes ☐ No

Veteran Information

If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information

FIGURE 2

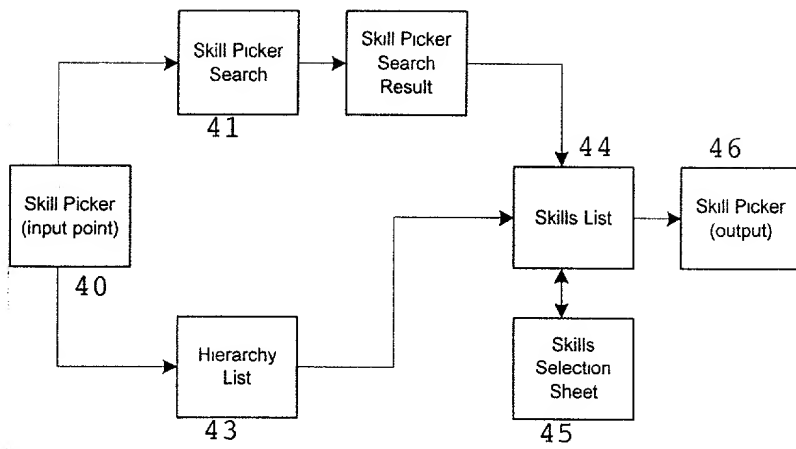


FIGURE 3

Incomplete registrations cannot be processed. Required fields are marked with an asterisk (*).

Please fill out your Company Information

* Company Name:

FEIN:

UI Acct Number:

Company Type:

Please fill out your Contact Information

Salutation:

* First Name: MI. * Last Name:

Suffix:

* Email:

* Address 1:

Address 2:

* City:

* State:

* County:

* Phone: * Zip Code:

Fax:

Extension:

Department:

Job Title:

* Password: (Password must be 5 to 15 characters long)

* Confirm: (Please re-type your password exactly as you entered it above.)

(You must have an Email address to use the system. Email accounts are generally available for free on the Internet. Employers without Email accounts must contact their Local IETC Office.)

Submit

FIGURE 4

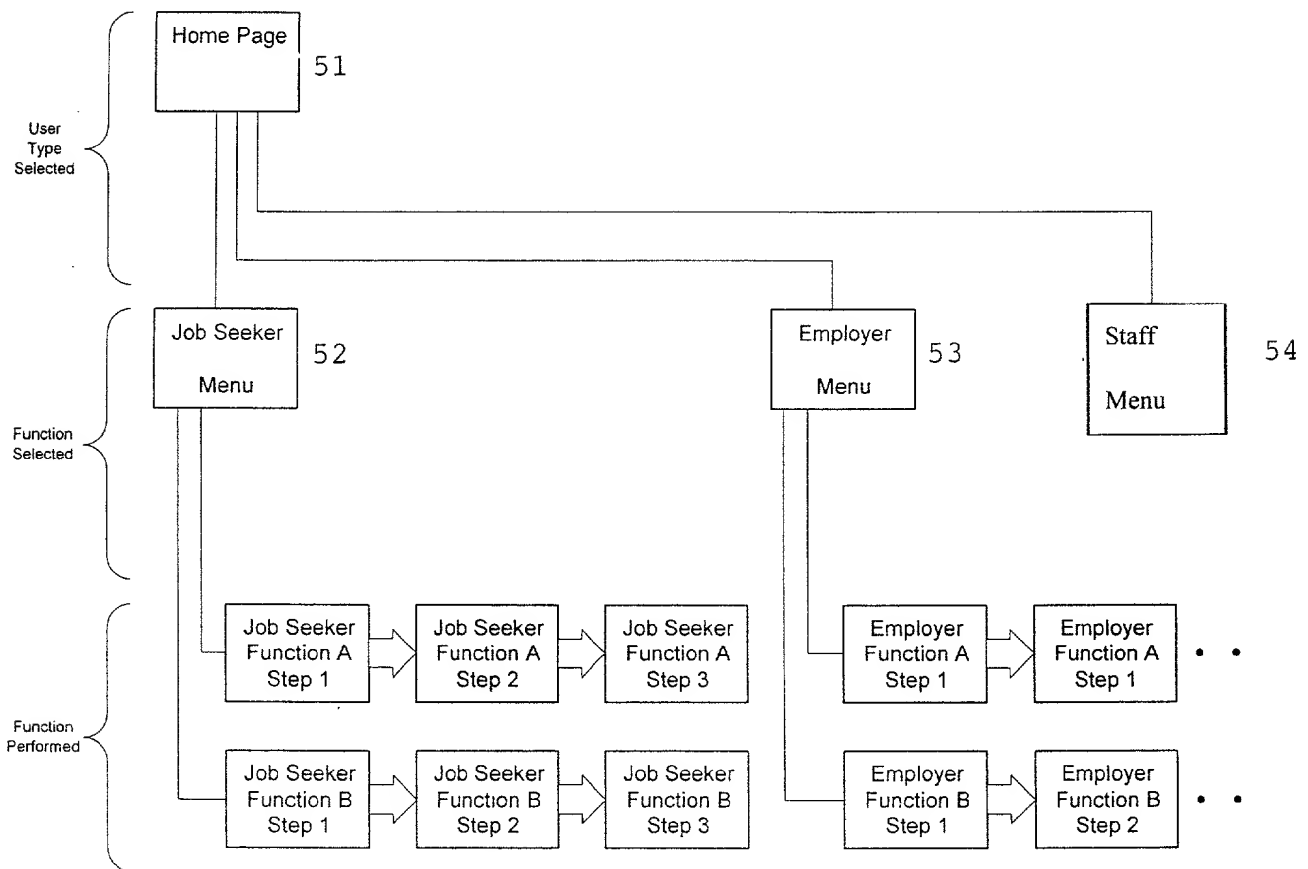


FIGURE 5

www.ck12.org

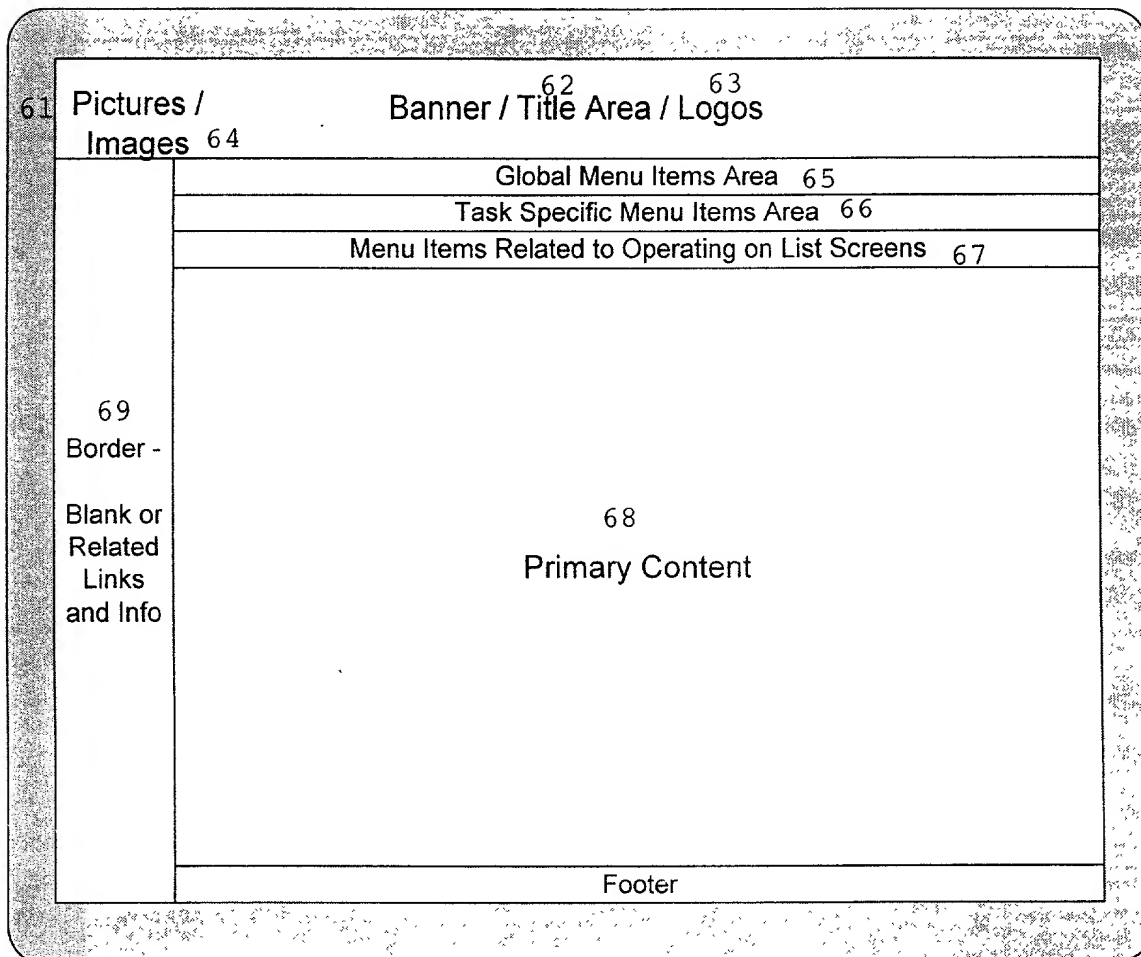


FIGURE 6

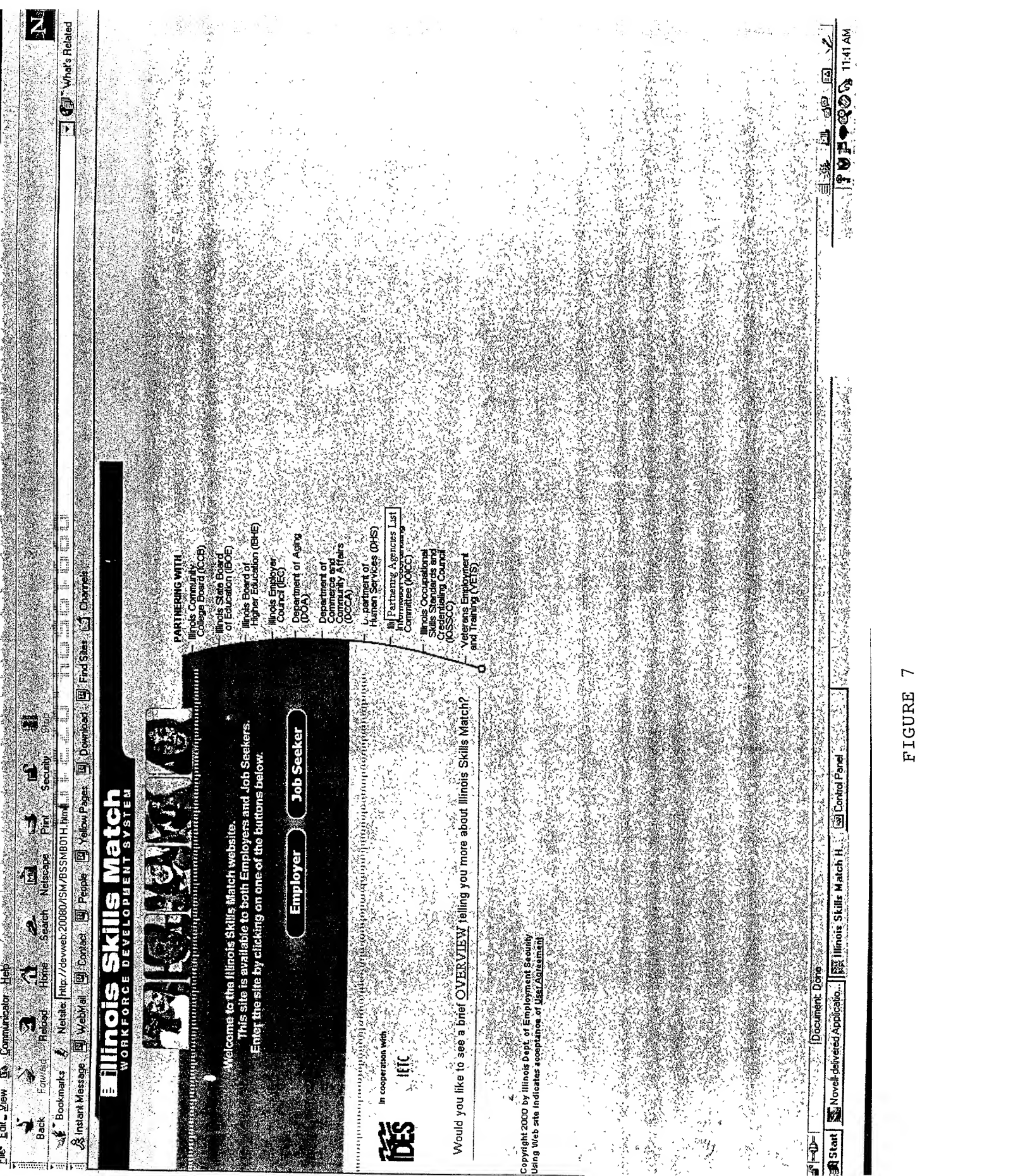


FIGURE 7

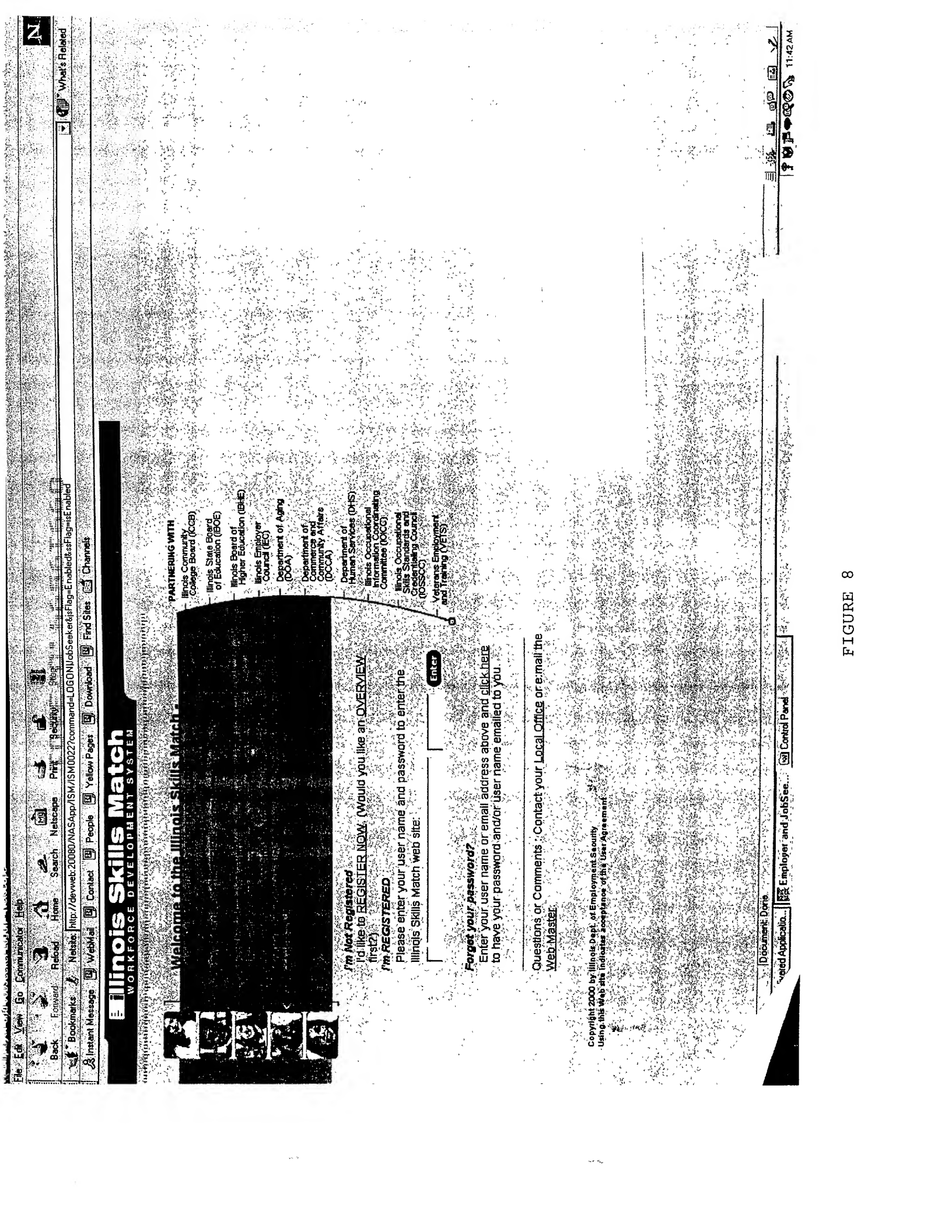


FIGURE 8

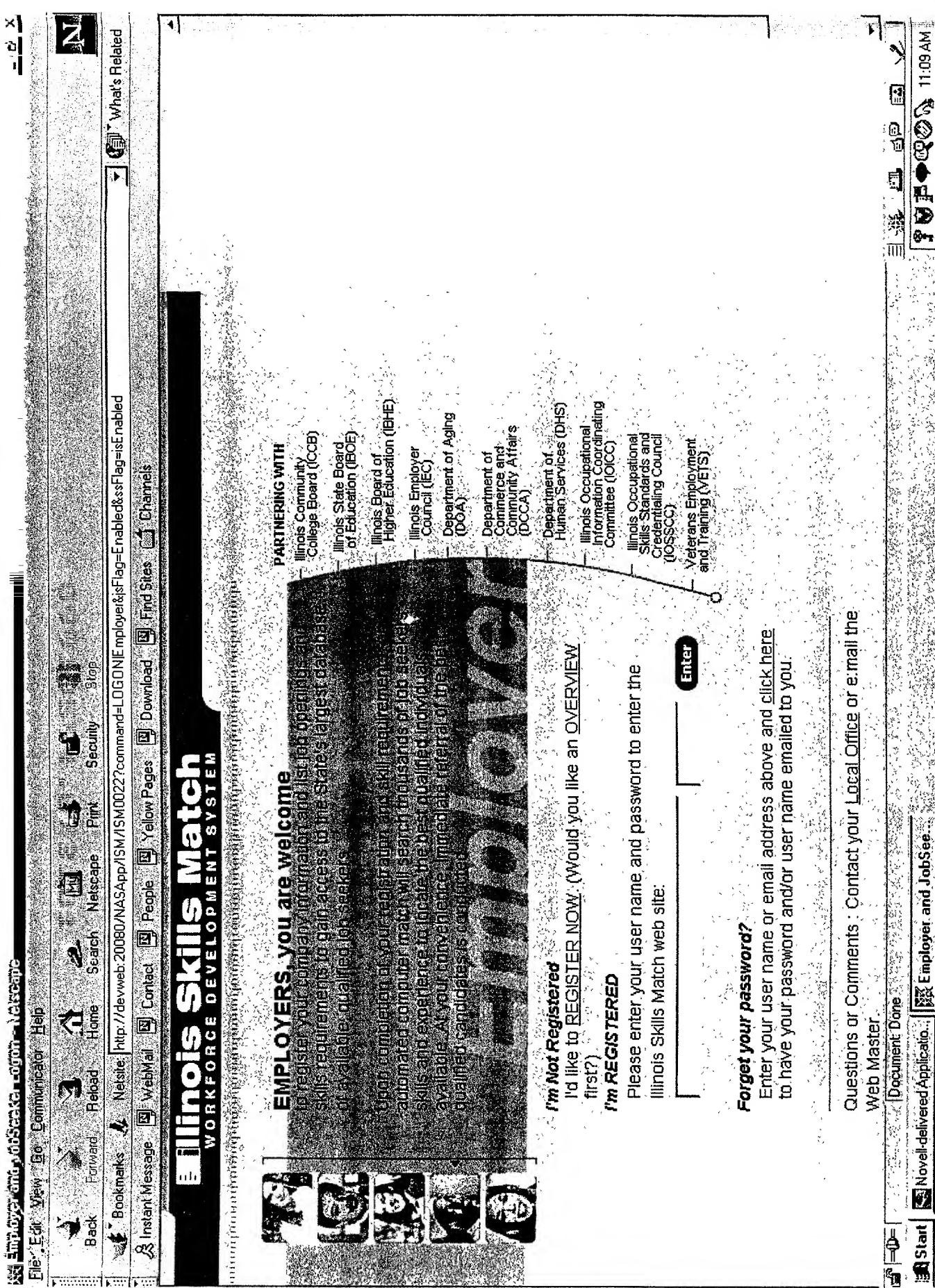


FIGURE 9

Staff Menu

System Administration Functions

- [List Employer Registration Requests](#)
- [Add Employer Contact](#)
- [Search BFS Employers](#)
- [Search ISM Employers](#)
- [Search ISM Users](#)
- [Add ISM User](#)

Staff Functions for Servicing Employers

- [Search Job Orders](#)

Staff Functions for Servicing Job Seekers

- [Search Job Seekers](#)

Other Staff Functions

- [Print Skill Selection Sheet for a Job Seeker](#)
- [Change Password](#)

- [Edit Logon Message](#)
- [Find Skills](#)
- [Add Skills](#)
- [Search Hierarchy](#)
- [Display Hierarchy List](#)
- [Add Hierarchy Item](#)

- [Search Employer Contacts](#)

- [Register New Job Seeker](#)

- [Print Skill Selection Sheet for an Employer Contact](#)



Matching/Required - Used in Matching Job Seekers and Job Orders
* Required - This information must be entered



Confidential - This information is kept secure and confidential
Help Book - Provides field level help

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FIGURE 10

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout](#) [Home](#) [Find Local Office](#) [Help](#)

[Search](#)

Search Job Seekers

Please enter your search criteria in one or more of the search fields, then click on the [Search](#) button above. The resulting Job Seeker List matching your search criteria will then be displayed. All fields that have a (*) next to them allow multiple entries separated by a comma (e.g. 13, 14, 15).

SSN# <input type="text" value="111-11-1111"/>	Age Range <input type="text" value=""/> to <input type="text" value=""/>
Last Name <input type="text" value=""/>	First Name <input type="text" value=""/>
Gender <input type="text" value=""/>	+User Names <input type="text" value=""/>
City <input type="text" value=""/>	+County Code <input type="text" value=""/>
State <input type="text" value=""/>	+Zip Code <input type="text" value=""/>
Phone <input type="text" value="312/555-5555"/>	Status <input type="text" value=""/>
Last Updated By <input type="text" value=""/>	Created By <input type="text" value=""/>
Case Manager <input type="text" value=""/>	+SOC Code <input type="text" value=""/>
Vet Status <input type="text" value=""/>	Region <input type="text" value=""/>
Office <input type="text" value=""/>	Central
Partner <input type="text" value=""/>	Metro North
Special Program <input type="text" value=""/>	Metro South
Has not received <input type="text" value=""/>	Northern
Registration Range <input type="text" value=""/> since <input type="text" value="12/31/1999"/>	Northwest
	Southern

[Return To Top](#)

[Search](#)

Matching/Required - Used in Matching Job Seekers and Job Orders

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 Help Book - Provides field level help

FIGURE 11

Qualified Candidate List

Page 1 of 4

98 qualified candidates found

Id	Nice Skills	Date Viewed	Date Matched	Rank
156378	0	07/06/2000	06/15/2000	3
12307	0	06/16/2000	06/15/2000	4
164052	0	06/16/2000	06/15/2000	4
4106	0	06/16/2000	06/15/2000	
98187	0	06/16/2000	06/15/2000	
121199	0	06/16/2000	06/15/2000	
82116	0	06/16/2000	06/15/2000	
118549	0	06/16/2000	06/15/2000	
14285	0	06/16/2000	06/15/2000	
99622	0	06/16/2000	06/15/2000	
92644	0	06/16/2000	06/15/2000	
114861	0	06/16/2000	06/15/2000	
118552	0	06/16/2000	06/15/2000	
101135	0	06/16/2000	06/15/2000	
162069	0	06/16/2000	06/15/2000	
35725	0	06/16/2000	06/15/2000	
138349	0	06/16/2000	06/15/2000	
40245	0	06/16/2000	06/15/2000	
3286	0	06/16/2000	06/15/2000	
132325	0	06/16/2000	06/15/2000	
96567	0	06/16/2000	06/15/2000	
164146	0	06/16/2000	06/15/2000	
74084	0	06/16/2000	06/15/2000	
101101	0	06/16/2000	06/15/2000	
14178	0	07/06/2000	06/15/2000	

[\[Refresh\]](#) | [\[Next Page\]](#) | [\[Select ALL\]](#) | [\[Refer Selected Candidates\]](#)

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Document: Done

[Start](#) | [Novell-delivered Applicatio...](#)
[Staff Home - Netscape](#)
[Qualified Candidates ...](#) | [Control Panel](#)

FIGURE 12

Update Successful

Job Seeker ID: 118549 Job Order ID: 3000208

Contact Information

Name: Stephanie Daniels
Address: 1807 W North Ave
City, State, ZIP: Chicago, IL 60622
County: COOK
Telephone: (773) 722-0377
EMAIL:

Skills

Auditors

Inspect cash on hand notes receivable and payable negotiable securities and canceled checks Less than 1 year

Bakers

Read and follow recipes More than 5 years

Bartenders

Check identification More than 5 years
 Draw draft beer or ale More than 5 years
 Mix alcoholic or non-alcoholic drinks 1 - 3 years
 Order liquors Less than 1 year
 Take food or beverage orders

Cooks, Short Order

Serve meals, snacks, desserts, or beverages 1 - 3 years

Flight Attendants

Greet or assist visitors, guests, or customers 1 - 3 years

Food Service Managers

Purchase, order or requisition materials, supplies or equipment Less than 1 year

Helpers--Production Workers

Count items Less than 1 year

Private Detectives and Investigators

Count money in cash drawer Less than 1 year

Standard Work Skills

Class of driver license - any single vehicle up to and including 16 non motor exempt 1 or m Yes

Document Done



Novell-delivered Application...

Staff Home - Netscape

View/Process Quali...

Control Panel

FIGURE 13

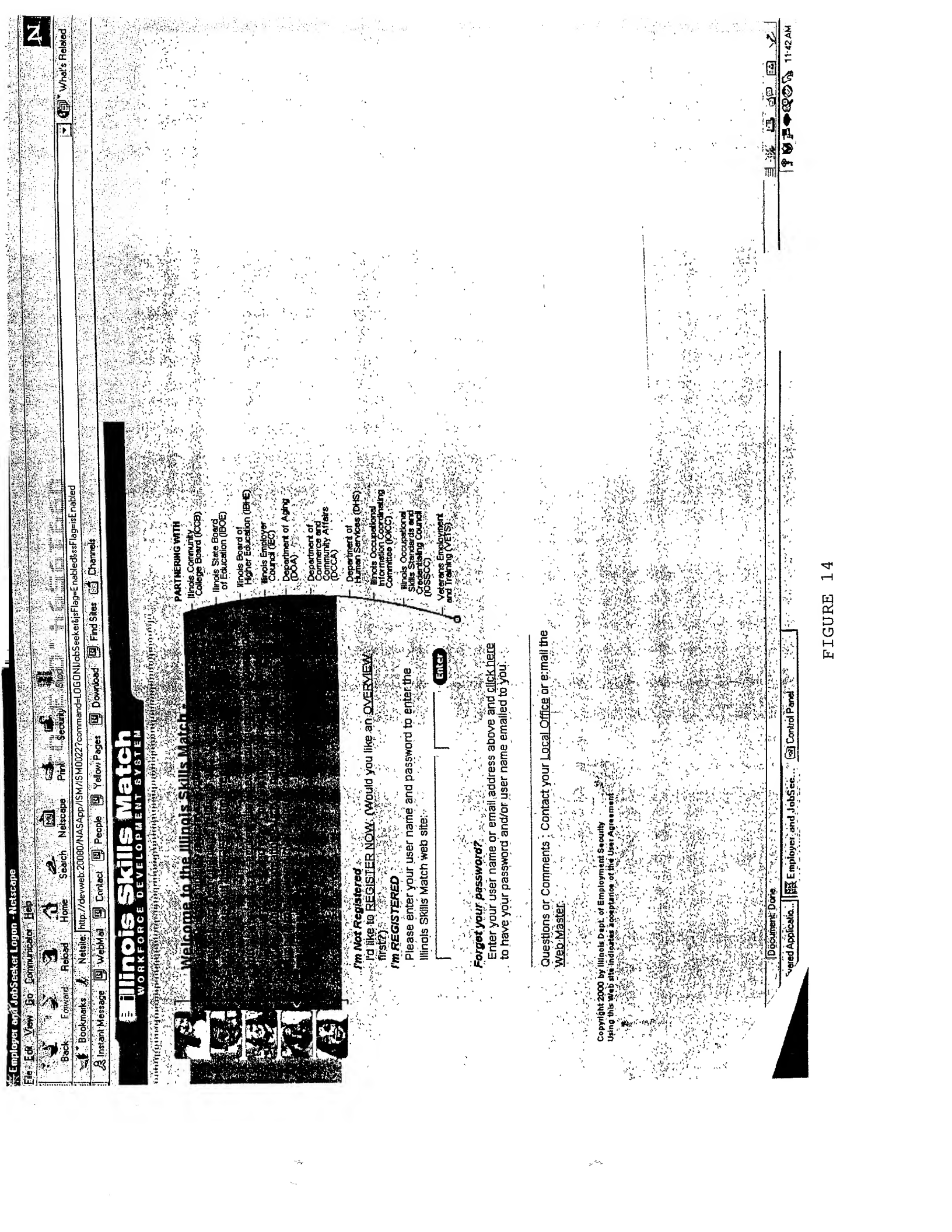


FIGURE 14

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM[Logout](#) [\[Find Local Office\]](#) [\[Help\]](#)[\[Preview Registration\]](#)[\[Cancel\]](#) [\[Save Match Me to Jobs\]](#) [\[Save Don't Match Me to Jobs\]](#)[General Info](#) [Work Profile](#) [Work History](#) [Education](#) [Skills Profile](#)**Contact Information**

Please fill in all required fields denoted by either an asterisk (*) or a puzzle piece icon.

Current Status: [New](#)

* Last Name Middle Initial

* First Name

* Address1 Email

* Address2

* City

* State

* County

Home Phone

Work Phone

Fax Number

* ZIP Code

* Country

Work Extension

* May Employers contact you directly? ☐ Yes ☒ No (Choose "Yes" to show them your contact information)**Confidential Information*** Mother's Maiden Name: SSN: * Password: * Confirm Password:

(Password must be 5 to 15 characters long)

Other InformationWhat is the highest level of Education you have completed? * Can you legally work in the United States? ☒ Yes ☐ No* Are you willing to work for temporary agencies? ☒ Yes ☐ No**Veteran Information**

If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information

Veteran Information

If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information

Other Confidential Information

NOTE: This information is used for Internal Statistical Reporting and User Identification purposes ONLY and WILL NOT be viewed by an Employer.

☐ In School? ☐ Yes ☒ No

☐ Employed? ☐ Yes ☒ No

☐ Seasonal / Migrant Worker? ☐ Yes ☒ No

☐ Do you have a disability as defined in section 504 of the 1973 Rehabilitation Act or the Americans with Disabilities Act of 1990? ☐ Yes ☒ No

☐ Race/Ethnicity:

☐ Gender:

☐ Birth Date: (Enter as MM/DD/YYYY)

[Continue](#)

[Return to Top](#)

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FIGURE 15 Continued

Incomplete registrations will not be processed. Please fill in all required fields denoted by an asterisk (*).

Veteran Information

* In which branch of the Armed Forces have you most recently served?

Dates of Service: to
(enter as 'mm/dd/yyyy')

Have you served on active duty in the U.S. Armed Forces for more than 180 days NOT including training for the National Guard or Reserves?

☐ Yes ☒ No

Do you have a service connected disability, or were you discharged/released because of a service connected disability?

☐ Yes ☒ No

If yes, what % is your disability currently rated?

☐ Yes ☒ No

Do any of the conditions listed below apply?

- ☐ You are the spouse of a veteran killed in the line of duty
- ☐ You are the spouse of a 100% disabled veteran
- ☐ You are the spouse of any person who died of a service-connected disability
- ☐ You are the spouse of any member of the Armed Forces serving on active duty who has been listed in one or more of the following categories for a total of more than ninety days

- ☐ Missing in action
- ☐ Captured in the line of duty by a hostile force
- ☐ Forcibly detained or interned in the line of duty by a foreign government or power

- ☐ You are the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence

Was your military discharge **dishonorable**?

☐ Yes ☒ No

If you would like more information or want to get in contact with an IDES Veteran's employment representative, please call your local IETC office

Military Operations Since 1937 For Which a Campaign or Expeditionary Medal Has Been Awarded Or Operations Occurring During a Declared War

- ☐ SW Asia Service Medal (Desert Shield/Storm)
(08/02/1990 - 01/02/1992)
- ☐ Cambodia
(03/29/1973 - 08/15/1973)
- ☐ Dominican Republic
(04/28/1965 - 09/21/1966)
- ☐ Grenada (Urgent Fury)
(10/23/1983 - 11/21/1983)

- ☐ Vietnam Service Medal (VCM)
(07/04/1965 - 03/28/1973)
- ☐ Cambodia Evacuation (Eagle Pull)
(04/11/1975 - 04/13/1975)
- ☐ El Salvador
(01/01/1981 - 02/01/1992)
- ☐ Haiti (Uphold Democracy)
(09/16/1994 - 03/31/1995)

Document Done

Start

Novell-delivered Application...

Control Panel

Veteran Information P...

11:48 AM

FIGURE 16

Transportation Information

☐ I am willing to travel within miles of the zip code

Work Information (check all boxes that apply)

- ☐ What kind of work are you seeking? ☒ On-Going
☐ What type of work are you seeking? ☒ Full Time
☐ What shifts are you available to work? ☒ Days
☐ Rotating

☐ Do not match me to jobs that pay less than _____

- ☐ Temporary
☐ Part Time
☐ Evenings
☐ Split
Per

Continue

Return To Top

☐ Matching/Required - Used in Matching Job Seekers and Job Orders

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☐ Help Book - Provides field level help

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FIGURE 17

Work History

(Please enter most recent first)

Please fill in all required fields denoted by either an asterisk (*) or a puzzle ().

☐ Suppress Employer's Name

Insert **Delete**
Insert blank Work History Entry Section

Employer: _____

Job Title: _____

From Date: _____

To Date: _____

City: _____

State: _____

Country: _____

Insert **Delete**

Employer: _____

Job Title: _____

From Date: _____

To Date: _____

City: _____

State: _____

Country: _____

Insert **Delete**

Employer: _____

Job Title: _____

From Date: _____

To Date: _____

City: _____

FIGURE 18

Education

(Please enter most recent first)

Please fill in all required fields denoted by either an asterisk (*) or a puzzle ().

Insert Delete

School	
Number of Years Attended	
Degree	
Major	
Minor	
City	
State	

Insert Delete

School	
Number of Years Attended	
Degree	
Major	
Minor	
City	
State	

Insert Delete

School	
Number of Years Attended	
Degree	
Major	
Minor	

FIGURE 19


Office and Administrative Support Occupations


Office and Administrative Support Occupations

If you would like to look at a more detailed breakdown for this skill tree group, click on the hyperlinks provided at the bottom of the page to see more detailed groups

- [Adjusters, Investigators, and Collectors](#)
- [Communications Equipment Operators](#)
- [Financial Clerks](#)
- [Information and Record Clerks](#)
- [Keyboard Entry Workers](#)
- [Material Recording, Scheduling, Dispatching, and Distributing Workers](#)
- [Other Office and Administrative Support Workers](#)
- [Secretaries and Administrative Assistants](#)
- [Supervisors, Office and Administrative Support Workers](#)

[Go To Top](#)

 Matching Required - Used in Matching Job Seekers and Job Orders
* Required - This information must be entered

 Confidential - This information is kept secure and confidential
Help Book - Provides field level help

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FIGURE 20

Administrative Assistants

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc.

Office and Administrative Support Occupations >> Secretaries and Administrative Assistants >> Administrative Assistants

Please select the appropriate experience level for each skill below. If a skill does not apply, leave the value as 'None'. You may also use the 'Set Skills' button to set every skill on the page to the value shown.

Years of Experience

Set Skills

>

None

Less than 1 year

1 - 3 years

3 - 5 years

More than 5 years

Training Only

Select Appropriate Skill Levels

None

Less than 1 year

1 - 3 years

3 - 5 years

More than 5 years

Training Only

Select Appropriate Skill Levels

None

Less than 1 year

1 - 3 years

3 - 5 years

More than 5 years

Training Only

- Advise or direct budget preparation
- Analyze or resolve operational problems
- Assign or prepare work schedules, duties, tasks, or responsibilities
- Compile or maintain records
- Explain basic office procedures and equipment
- Maintain a filing system
- Plan and coordinate conferences or events
- Read and answer correspondence
- Recommend measures to improve efficiency
- Supervise or coordinate personnel
- Use AS-400
- Use database software
- Use Excel software
- Use Lotus 123 software
- Use Microsoft Access
- Use Microsoft Office software
- Use OS/2
- Use Paradox software
- Use Quark software
- Use Quattro Pro software
- Use Quicken software
- Use spreadsheet PC software
- Use Windows 3.1
- Use Windows 95
- Use Windows 98
- Use WordPerfect 6.0
- Use WordPerfect 6.1
- Use WordPerfect 7.0

FIGURE 21

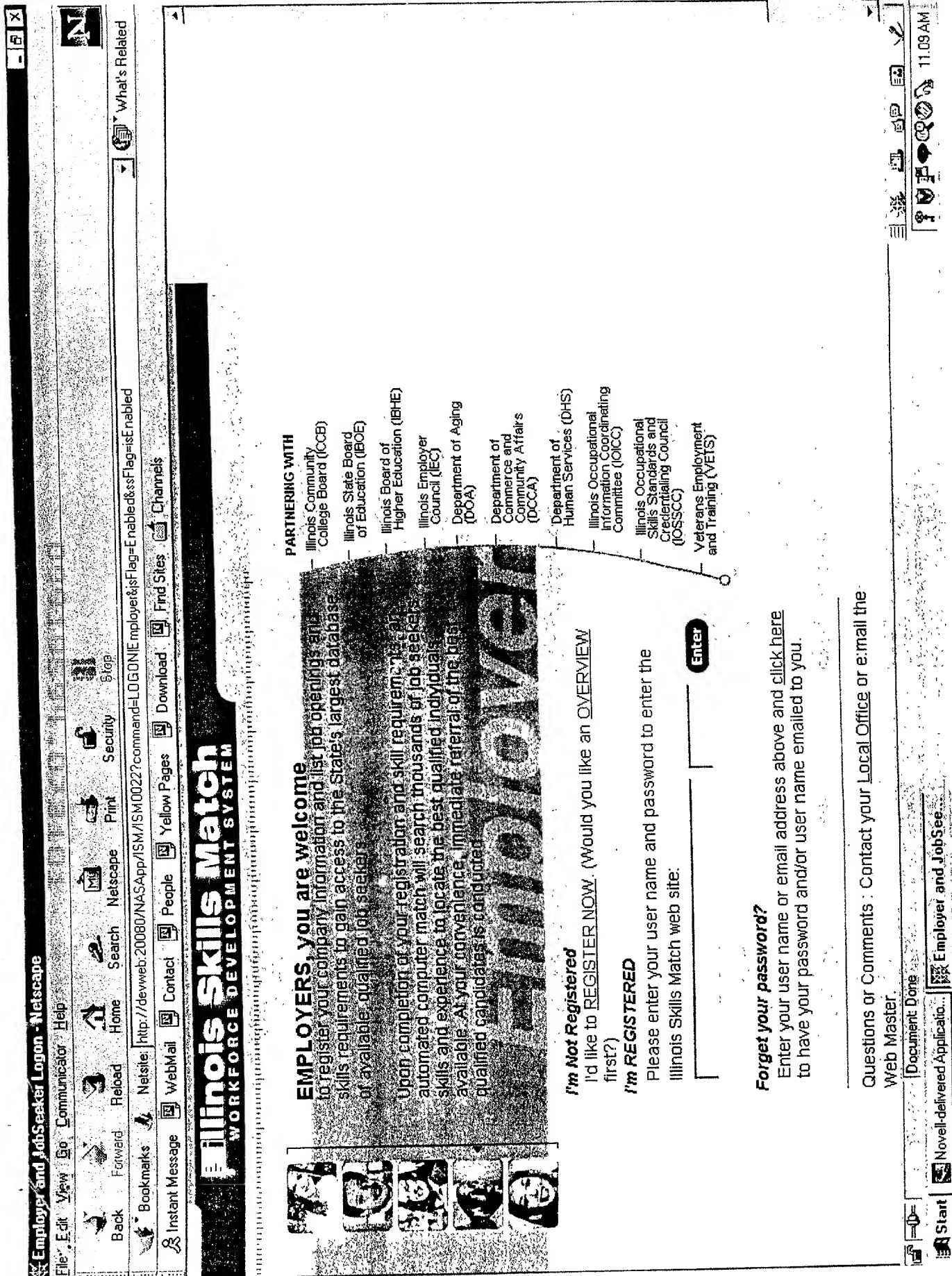


FIGURE 22

Incomplete registrations cannot be processed. Required fields are marked with an asterisk (*).

Please fill out your Company Information

* Company Name:
 FEIN:
 UI Acct Number:
 Company Type: Private Sector

Please fill out your Contact Information

Salutation: * First Name: MI * Last Name:
 Suffix: * Email:
 * Address 1:
 Address 2:
 * City: * State: Illinois
 * County: * Zip Code:
 * Phone: Extension:
 Fax:
 Department:
 Job Title:
 * Password: (Password must be 5 to 15 characters long.)
 * Confirm: (Please re-type your password exactly as you entered it above.)

(You must have an Email address to use the system. Email accounts are generally available for free on the Internet. Employers without Email accounts must contact their Local IETC Office.)

Submit

Document: Done

Novell-delivered Applicatio...

Illinois Skills Match Home

Employer Contact Re...

11:10 AM

FIGURE 23

Job Info

Worksheet Info

Contact Info

Skills Profile

Cancel

Save

Print Match

Employer: Jobs R Us

Job Order ID: Status: Worksheet

* Job Title?

Description and Duties:
(Optional, up to 255 characters)

Tracking Identifier?

(Use this to help track Job Orders if you use another HR Tracking System)

Numb of Openings?

1

* Hours Per Week?

36-40

Duration of Work?

On-Going

Shifts Available?

☒ Days ☐ Afternoons ☐ Nights ☐ Rotating ☐ Split

Type of Work?

Full Time

Minimum Level of Education Required?

High School Diploma or GED

Salary Information

* Salary Range Job Seekers will view

Match Job Seekers who will work for less than

Per Hour

Benefits Offered for Position

(The benefits selected below will be displayed to the Job Seeker. They are solely informational and are not a component of the match.)

☐ Dental ☐ Dependent Care

☐ Life ☐ Long Term Disability

☐ Medical ☐ Paid Vacation

☐ Pension ☐ Pet Care

☐ Profit Sharing ☐ Short Term Disability

Additional Job Information

(You may enter additional benefits offered or any marketing publicly about your company)

Job Posting Status

Put this Job Order on Hold Until

Permanently 'Close' this Job Order Now

* Date this Job Order should be Closed?

(MM/DD/YYYY)

(MM/DD/YYYY)

Document Done

Novell delivered Application...

Staff Home - Netscape

Job Order - Netscape

Control Panel

Start

11:23 AM

FIGURE 24

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]
[Job Order List] [Search Job Orders] [Preview Job Order]
[Cancel] [Save] [Trial Match]

Job Info Workforce Info Contact Info Skills Profile

Employer: Jobs 'R' Us

Status: Worksheet

Job Order ID:

If a Job Seeker is interested in this Job Order, what would you like them to see?

☒ 1) Show the Job Seeker my Contact Information (checked information will be shown to the Job Seeker)

- ☒ Tara Johansen
- ☒ Jobs 'R' Us
- ☒ 7518 W 98th st, Bridgeview, IL 60605
- ☒ Phone (708)233-9100
- ☒ Email tjohansen@arac.com

☐ 2) Show the Job Seeker these Special Contact Instructions

☐ 3) Don't show my Contact Information, have Illinois Skills Match notify me of interested Job Seekers

If you are interested in a Job Seeker, what would you like the system to send them?

☒ 1) Send the Job Seeker the following information (checked information will be sent to the Job Seeker)

- ☒ Tara Johansen
- ☒ Jobs 'R' Us
- ☒ 7518 W 98th st, Bridgeview, IL 60605
- ☒ Phone (708)233-9100
- ☒ Email tjohansen@arac.com

☐ 2) Send these Special Instructions

After I post my Job Order:

☐ notify me daily of new matching Job Seekers.

☐ send me the resumes of Job Seekers who have indicated interest in this Job Order.

[Document Done]

Start Novell-delivered Application

Staff Home - Netscape

Job Order - Netscape

Control Panel

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[End Local Office | Help]

[Top Level] [Up One Level] [Search Skills] [Skills Profile] [Print]

Administrative Assistants

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc.

Office and Administrative Support Occupations >> Secretaries and Administrative Assistants >> Administrative Assistants -

Please select the appropriate experience level for each skill below. If a skill does not apply, leave the value as 'None'. You may also use the 'Set Skills' button to set every skill on the page to the value shown.

Years of Experience

	Set All Skills To A Specific Level					Set Skills
	None	Less than 1 year	1 - 3 years	3 - 5 years	More than 5 years	
Advise or direct budget preparation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analyze or resolve operational problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assign or prepare work schedules, duties, tasks, or responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compile or maintain records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explain basic office procedures and equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintain a filing system	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plan and coordinate conferences or events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Read and answer correspondence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recommend measures to improve efficiency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervise or coordinate personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use AS-400	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use database software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Excel software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Lotus 123 software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Microsoft Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Microsoft Office software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use OS/2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Paradox software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Quark software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Quattro Pro software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Quicken software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use spreadsheet PC software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Windows 3.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Windows 95	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Windows 98	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use WordPerfect 6.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use WordPerfect 6.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use WordPerfect 7.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Document: Done

Start

Novell-delivered Application...

Illinois Skills Match Home

Control Panel

List Hierarchy and Skills

11:53 AM

FIGURE 27

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[\[Find Local Office\]](#) [\[Help\]](#)
[\[Top Level\]](#) [\[Up One Level\]](#) [\[Search Skills\]](#) [\[Skills Profile\]](#) [\[Print\]](#)

Administrative Assistants

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc.

Office and Administrative Support Occupations >> Secretaries and Administrative Assistants >> Administrative Assistants

Please select the appropriate experience level for each skill below. If a skill does not apply, leave the value as 'None'. You may also use the 'Set Skills' button to set every skill on the page to the value shown

Years of Experience

Set Skills

Set All Skills To A Specific Level:

Select Appropriate Skill Levels

More than 5 years

3 - 5 years

1 - 3 years

Less than 1 year

Training Only

None

Advise or direct budget preparation
 Analyze or resolve operational problems
 Assign or prepare work schedules, duties, tasks, or responsibilities
 Compile or maintain records
 Explain basic office procedures and equipment
 Maintain a filing system
 Plan and coordinate conferences or events
 Read and answer correspondence
 Recommend measures to improve efficiency
 Supervise or coordinate personnel
 Use AS-400
 Use database software
 Use Excel software
 Use Lotus 123 software
 Use Microsoft Access
 Use Microsoft Office software
 Use OS/2
 Use Paradox software
 Use Quark software
 Use Quattro Pro software
 Use Quicken software
 Use spreadsheet PC software
 Use Windows 3.1
 Use Windows 95
 Use Windows 98
 Use WordPerfect 6.0
 Use WordPerfect 6.1
 Use WordPerfect 7.0

FIGURE 28

Qualified Candidate List

98 qualified candidates found

Page 1 of 4

Id	Nice Skills	Date Viewed	Date Matched	Rank
<u>156378</u>	0	07/06/2000	06/15/2000	3
<u>12307</u>	0	06/16/2000	06/15/2000	4
<u>164052</u>	0	06/16/2000	06/15/2000	4
<u>4106</u>	0	06/16/2000	06/15/2000	
<u>98187</u>	0	06/16/2000	06/15/2000	
<u>121199</u>	0		06/15/2000	
<u>82116</u>	0		06/15/2000	
<u>118549</u>	0		06/15/2000	
<u>14285</u>	0		06/15/2000	
<u>99622</u>	0		06/15/2000	
<u>92644</u>	0		06/15/2000	
<u>114861</u>	0		06/15/2000	
<u>118552</u>	0		06/15/2000	
<u>101135</u>	0		06/15/2000	
<u>182069</u>	0		06/15/2000	
<u>36725</u>	0		06/15/2000	
<u>138349</u>	0		06/15/2000	
<u>40245</u>	0		06/15/2000	
<u>9286</u>	0		06/15/2000	
<u>132325</u>	0		06/14/2000	
<u>96567</u>	0		06/15/2000	
<u>164146</u>	0		06/15/2000	
<u>74084</u>	0		06/14/2000	
<u>101101</u>	0		06/15/2000	
<u>14178</u>	0	07/06/2000	06/15/2000	

[Refresh] [Next Page] [Select ALL] [Refer Selected Candidates]

Matching/Required - Used in Matching Job Seekers and Job Orders

Required - This information must be entered

Confidential - This information is kept secure and confidential

Help Book - Provides field level help

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FIGURE 29

Recruiting Actions List

9 items found

Page 1 of 1

Job Order ID: 3000208 Status: Posted Employer: Job's 'R' Us

Recruiting Results

Job Seeker ID	Job Seeker Name	Source	Action Taken	Action Date	Updated By	Date
118549	Stephe Daniels	Employer	Yes	07/11/2000		
156378	<withheld>	Employer	Yes	07/11/2000		
11974	Eva E Banegas	Employer	Yes	06/14/2000		
9230	Sanfor Hoewitz	Employer	Yes	06/14/2000		
121841	<withheld>	Employer	No	06/14/2000		
52152	<withheld>	Employer	No	06/14/2000		
157498	<withheld>	Employer	No	06/14/2000		
162804	<withheld>	Employer	No	06/14/2000		
65612	<withheld>	Employer	No	06/14/2000		

[\[Refresh\]](#) [\[Save\]](#)

☒ Matching/Required - Used in Matching Job Seekers and Job Orders
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☒ Confidential - This information is kept secure and confidential
☒ Help Book - Provides field level help

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FIGURE 30

Staff Menu**System Administration Functions**

- [List Employer Registration Requests](#)
- [Add Employer Contact](#)
- [Search BFS Employers](#)
- [Search ISM Employers](#)
- [Search ISM Users](#)
- [Add ISM User](#)

Staff Functions for Servicing Employers

- [Search Job Orders](#)

Staff Functions for Servicing Job Seekers

- [Search Job Seekers](#)

Other Staff Functions

- [Print Skill Selection Sheet for a Job Seeker](#)
- [Change Password](#)

- [Edit Logon Message](#)
- [Find Skills](#)
- [Add Skills](#)
- [Search Hierarchy](#)
- [Display Hierarchy List](#)
- [Add Hierarchy Item](#)

- [Search Employer Contacts](#)

- [Register New Job Seeker](#)

- [Print Skill Selection Sheet for an Employer Contact](#)



Matching/Required - Used in Matching Job Seekers and Job Orders

- * **Required** - This information must be entered

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FIGURE 31

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM[\[Logout\]](#) [\[Home\]](#) [\[End Local Office\]](#) [\[Help\]](#)[\[Job Order List\]](#) [\[Search Job Orders\]](#) [\[Preview Job Order\]](#) [\[Qualified Candidate List\]](#) [\[Recruiting Action List\]](#)[\[Cancel\]](#) [\[Save and Re-Post\]](#)

Staff Only

Job Order ID: 469 Status: Posted Employer: TCI Cable Partners of St. Louis LP

Owner (User Name):

Prior to Use, Consult Policy and Procedures Section 4333

Special Programs

- ☐ DOC 7-B
☐ MANG
☐ TANF
☐ WOTC

- ☐ HTF
☐ NAFS
☐ Title I

- ☐ International Registry
☐ Sr Comm Svc Eplymnt Pgm
☐ Title II

This Job Order is:Affirmative Action? ☐ Yes ☒ No**Communications**

- ☒ Do not send the employer IMMEDIATE communications concerning matching candidates?

Notes (on job order or employer contact)

[Return To Top](#)[Post Job Order](#)

- ☒ Matching/Required - Used in Matching Job Seekers and Job Orders
* Required - This information must be entered

☒ Confidential - This information is kept secure and confidential
[Help Book - Provides field level help](#)

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Document Done

Search Job Orders

Please enter your search criteria. The resulting Job Order list matching your search criteria will then be displayed. All fields that have a "*" next to them will allow multiple entries separated by a comma (eg. 13, 14, 15)

+ Job Order ID:	
Worksite City	
+ County Code	
Created By	
Office:	
Special Program	
Created Between	-And- <input type="text" value="eg. 01/01/2000"/>

[\[Search\]](#)

* Matching/Required - Used in Matching Job Seekers and Job Orders
Required - This information must be entered

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Status	Posted
Worksite State	Illinois
+ Worksite Zip Code	
SOC Code	
Partner	

DHS
IBHE
IBOE
ICCB
IDES
Internet
ORS
SCSEP
USDOL/VETS
WIA Svc Pvd

Confidential - This information is kept secret
 Help Book - Provides field level help

FIGURE 33

Search Job Seekers

Please enter your search criteria in one or more of the search fields, then click on the Search button above. The resulting Job Seeker List matching your search criteria will then be displayed. All fields that have a (*) next to them allow multiple entries separated by a comma (e.g. 13, 14, 15).

SSN#	<input type="text"/>	Age Range	<input type="text"/> to <input type="text"/>
Last Name	<input type="text"/>	First Name	<input type="text"/>
Gender	<input type="text"/>	+User Names	<input type="text"/>
City	<input type="text"/>	+County Code	<input type="text"/>
State	<input type="text"/>	+Zip Code	<input type="text"/>
Phone	<input type="text"/>	Status	<input type="text"/>
Last Updated By	<input type="text"/>	Created By	<input type="text"/>
Case Manager	<input type="text"/>	+SOC Code	<input type="text"/>
Vet Status	<input type="text"/>	Region	<input type="text"/>
Office	<input type="text"/>		Central Metro North Metro South Northern Northwest Southern
Partner	<input type="text"/>		
Special Program	<input type="text"/>		
Has not received	<input type="text"/>		
Registration Range	<input type="text"/> since <input type="text"/> to <input type="text"/>		

[Return To Top](#)

[Search]

Matching/Required - Used in Matching Job Seekers and Job Orders

Required - This information must be entered

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Help Book - Provides field level help

FIGURE 34

Add a Service for an Employer Contact

Enter the necessary fields. Fields with an asterisk (*) are required fields. When finished click 'Save and Return to Previous Page' to save the new service. If you would like to add another service for this employer contact, click 'Save and Add another Service' in order to stay on this screen. If you do not want to add the current service click 'Cancel and Return to Previous Page'.

Employer Contact
John Walsworth
Staff Member
IETC Partner
IETC
0055
* Service Date
07/21/2000
* Type of Service
Comments

- Apprenticeship Program
- Bonding Program
- Career Infonet, Americas Talent Bank, Americas Job Bank
- Customized Training
- EDWAA-WARN Meetings
- Field Visits
- Labor Market Information (LMI)
- Mandatory Posters
- Media Request
- Occupational Assessment
- Onsite Employer Contact
- Referral to Other Workforce/Economic Development Agencies
- Referrals to Other Governmental Agencies
- Revenue Account Information
- Speaker Services
- Specialized Recruitment
- Tax Credit Programs
- Technical Assistance

[Save & Add Another Service] [Save & Return to Previous Page]

* Matching/Required - Used in Matching Job Seekers and Job Orders

* Required - This information must be entered

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FIGURE 35

Transportation Information

☐ I am willing to travel within miles of the zip code 

Work Information

(check all boxes that apply)


☐ 1 - 10 ☐ 11 - 20 ☐ 21 - 30 ☐ 31 - 40 ☐ 41 - 50 ☐ 51 - 60 ☐ 61 - 70 ☐ 71 - 80 ☐ 81 - 90 ☐ 91 - 100 ☐ No Limit

☐ Do not work for jobs that pay less than

☐ work are you seeking? ☒ On-Going ☐ Temporary

☐ work are you seeking? ☒ Full Time ☐ Part Time

☐ you available to work? ☒ Days ☐ Evenings ☐ Nights

☐ Rotating ☐ Split ☐ Per Hour ☐ Per Hour 

[Continue](#)

[Return To Top](#)

☐ Matching/Required - Used in Matching Job Seekers and Job Orders

* Required - This information must be entered

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FIGURE 36

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout](#) [Home](#) [Find Local Office](#) [Help](#)
[Returning Action First](#) [Job Order List](#) [Return to Job Order](#)
[Refresh](#) [Next Page](#) [Select ALL](#) [Refer Selected Candidates](#)

Qualified Candidate List

98 qualified candidates found

Page 1 of 4

Id	Nice Skills	Date Viewed	Date Matched	Rank
156378	0	07/06/2000	06/15/2000	3
12307	0	06/15/2000	06/15/2000	4
164052	0	06/16/2000	06/15/2000	4
4106	0	06/16/2000	06/15/2000	
98187	0	06/16/2000	06/15/2000	
121199	0	06/16/2000	06/15/2000	
82116	0	06/15/2000	06/15/2000	
118549	0	06/15/2000	06/15/2000	
14285	0	06/15/2000	06/15/2000	
99622	0	06/15/2000	06/15/2000	
92644	0	06/15/2000	06/15/2000	
114861	0	06/15/2000	06/15/2000	
118552	0	06/15/2000	06/15/2000	
101135	0	06/15/2000	06/15/2000	
162069	0	06/15/2000	06/15/2000	
35725	0	06/15/2000	06/15/2000	
138349	0	06/15/2000	06/15/2000	
40245	0	06/15/2000	06/15/2000	
3286	0	06/15/2000	06/15/2000	
192325	0	06/14/2000	06/15/2000	
96567	0	06/15/2000	06/15/2000	
164146	0	06/15/2000	06/15/2000	
74084	0	06/14/2000	06/15/2000	
101101	0	06/15/2000	06/15/2000	
14178	0	07/06/2000	06/15/2000	

[\[Refresh\]](#) [\[Next Page\]](#) [\[Select ALL\]](#) [\[Refer Selected Candidates\]](#)

Confidential - This information is kept secure and confidential
 Help Book - Provides field level help

Matching/Required - Used in Matching Job Seekers and Job Orders
 * Required - This information must be entered

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FIGURE 37

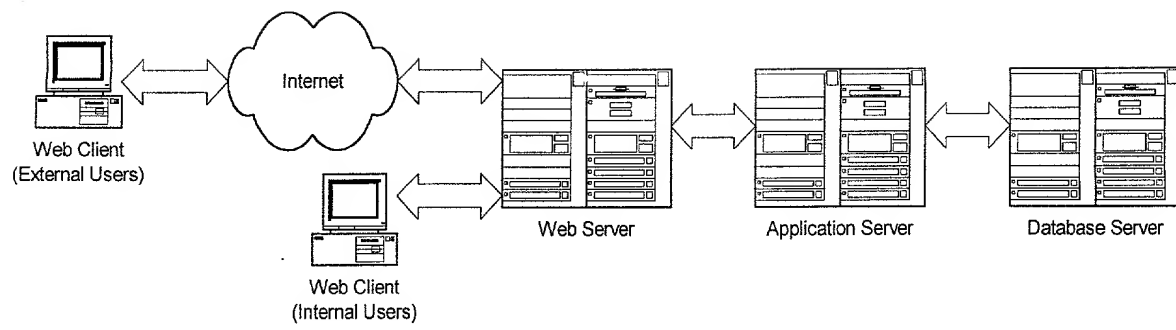


Figure 38

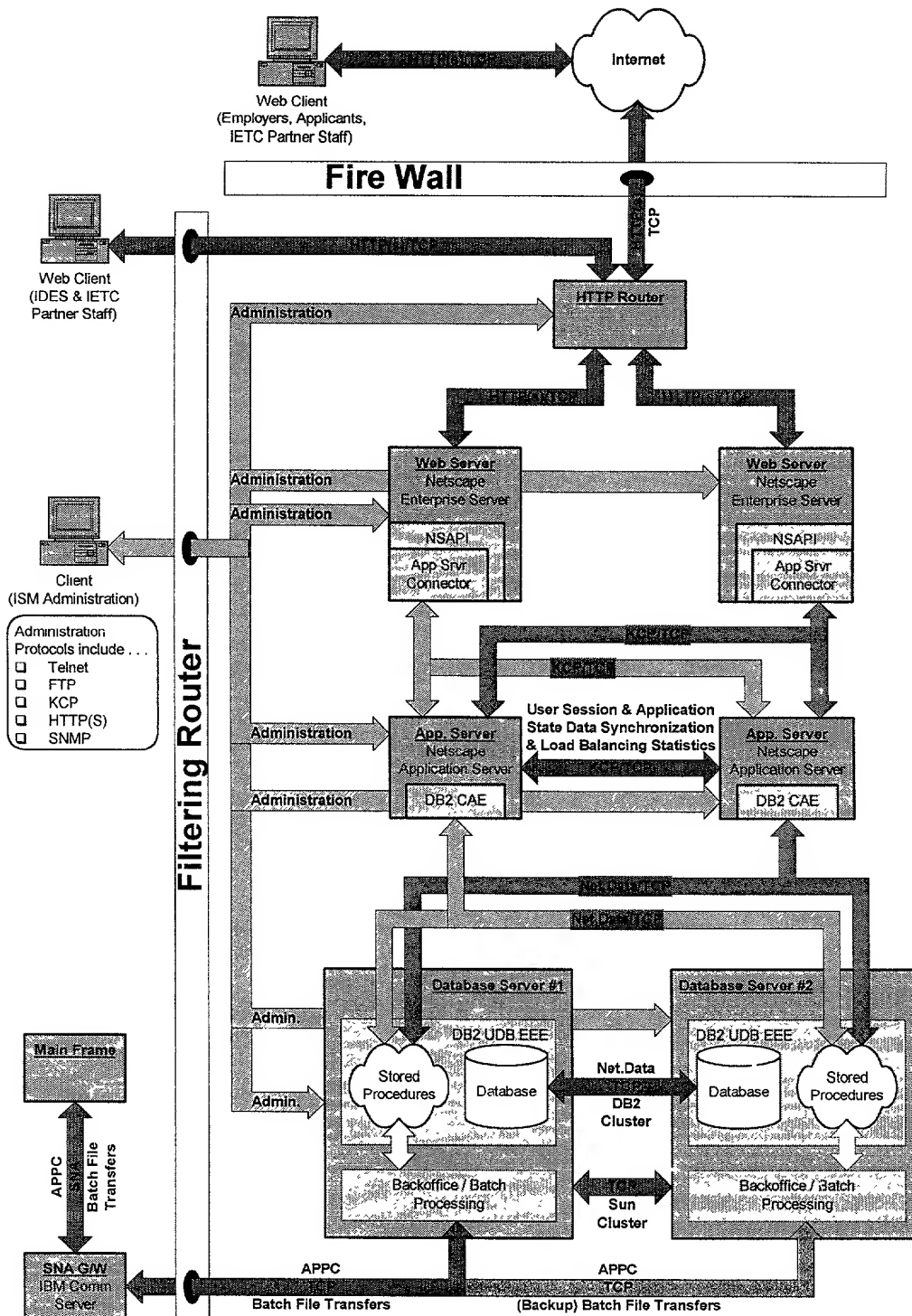


Figure 39

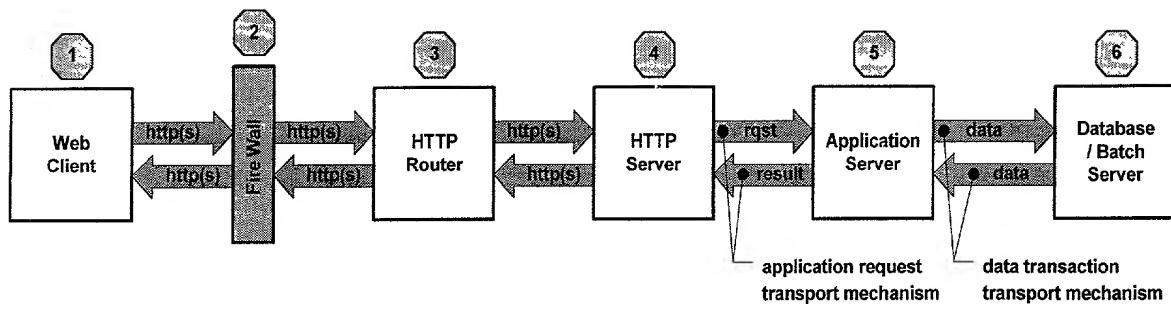


Figure 40

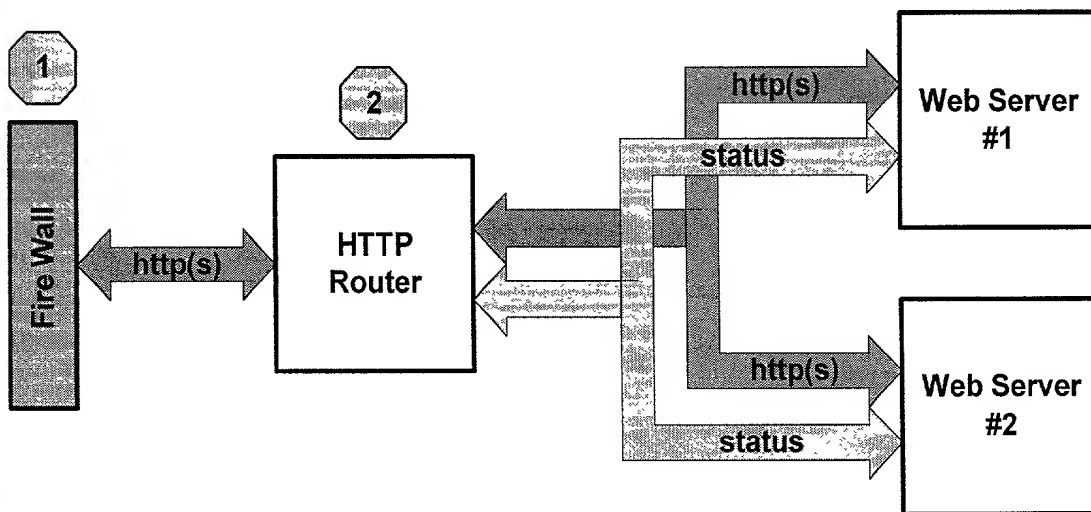


Figure 41

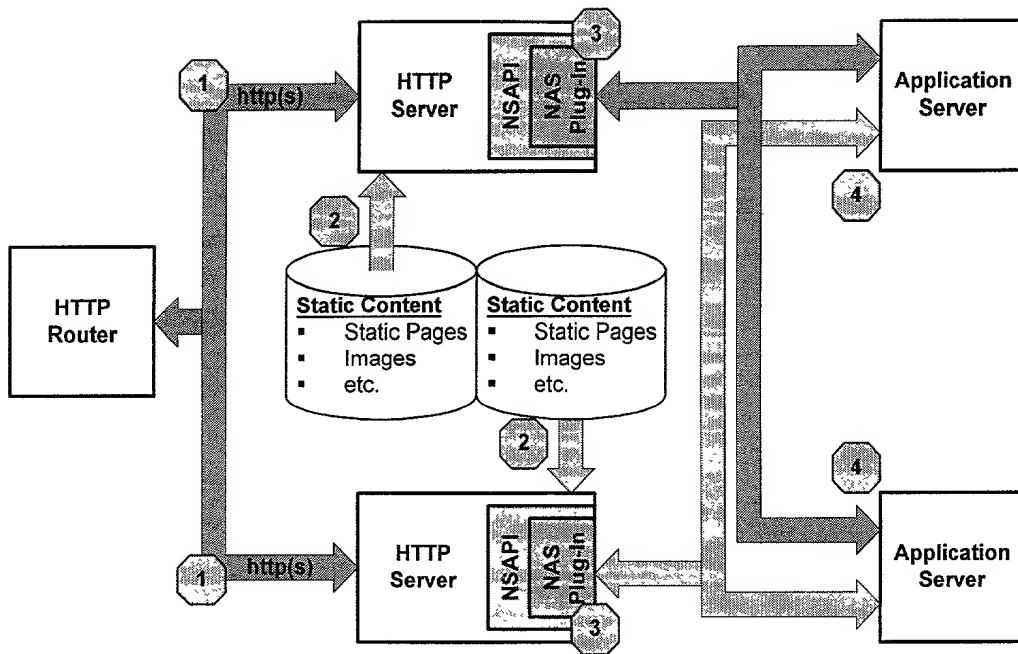


Figure 42

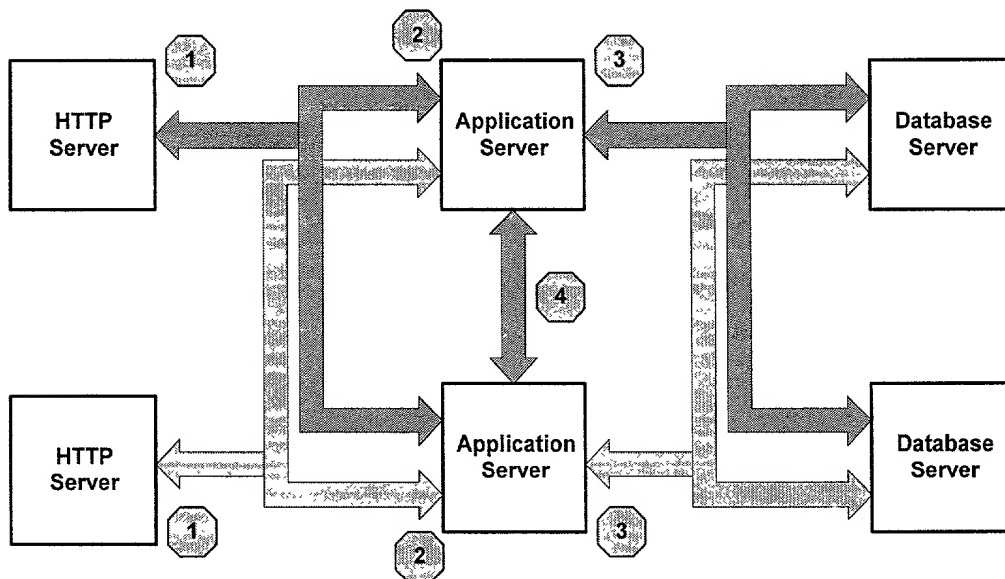


Figure 43

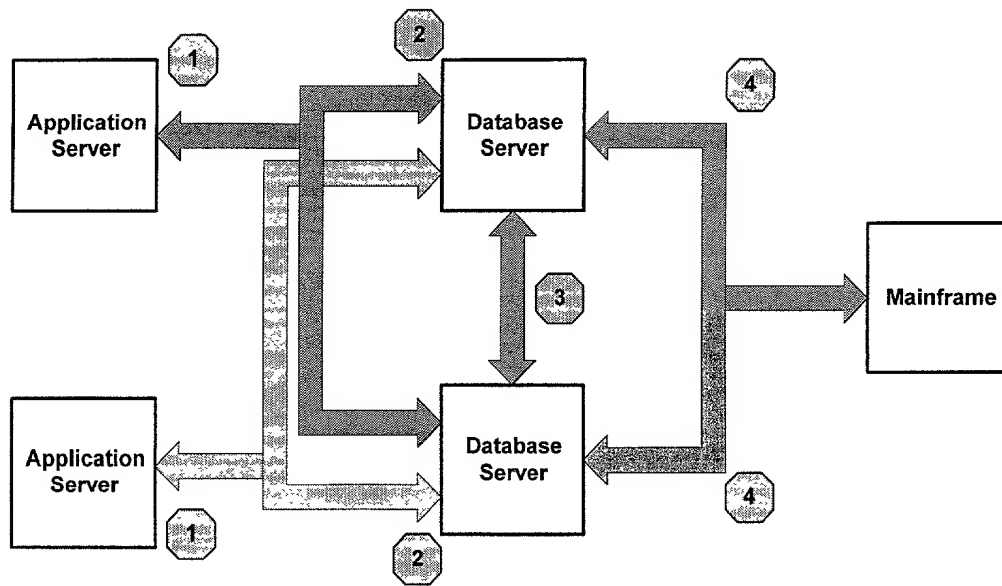


Figure 44

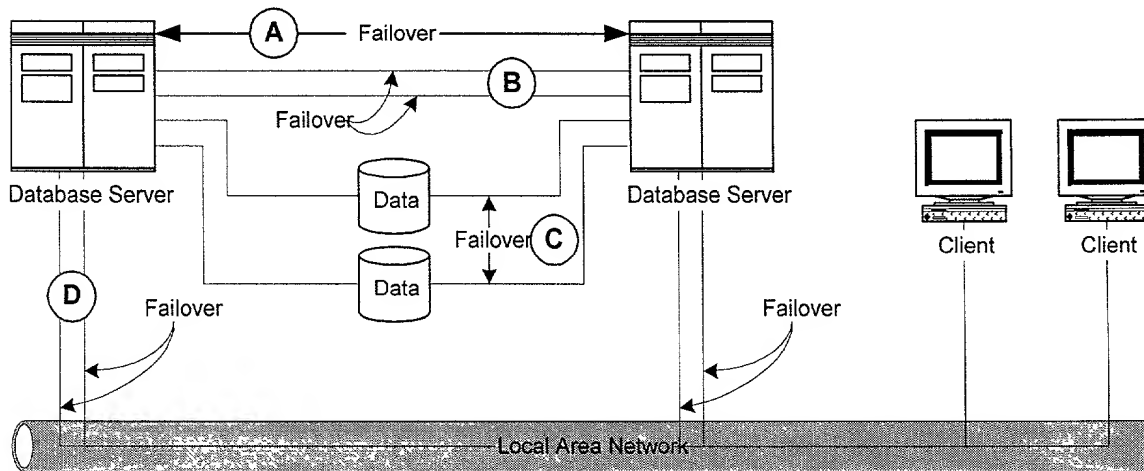


Figure 45

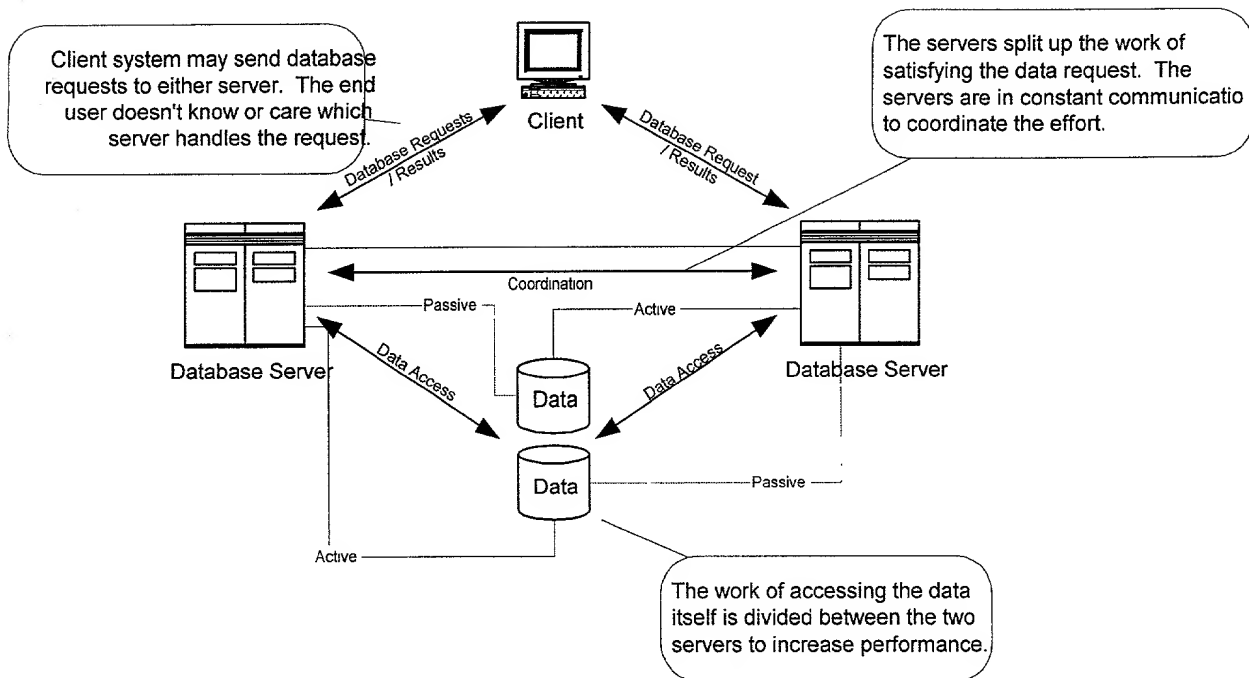


Figure 46

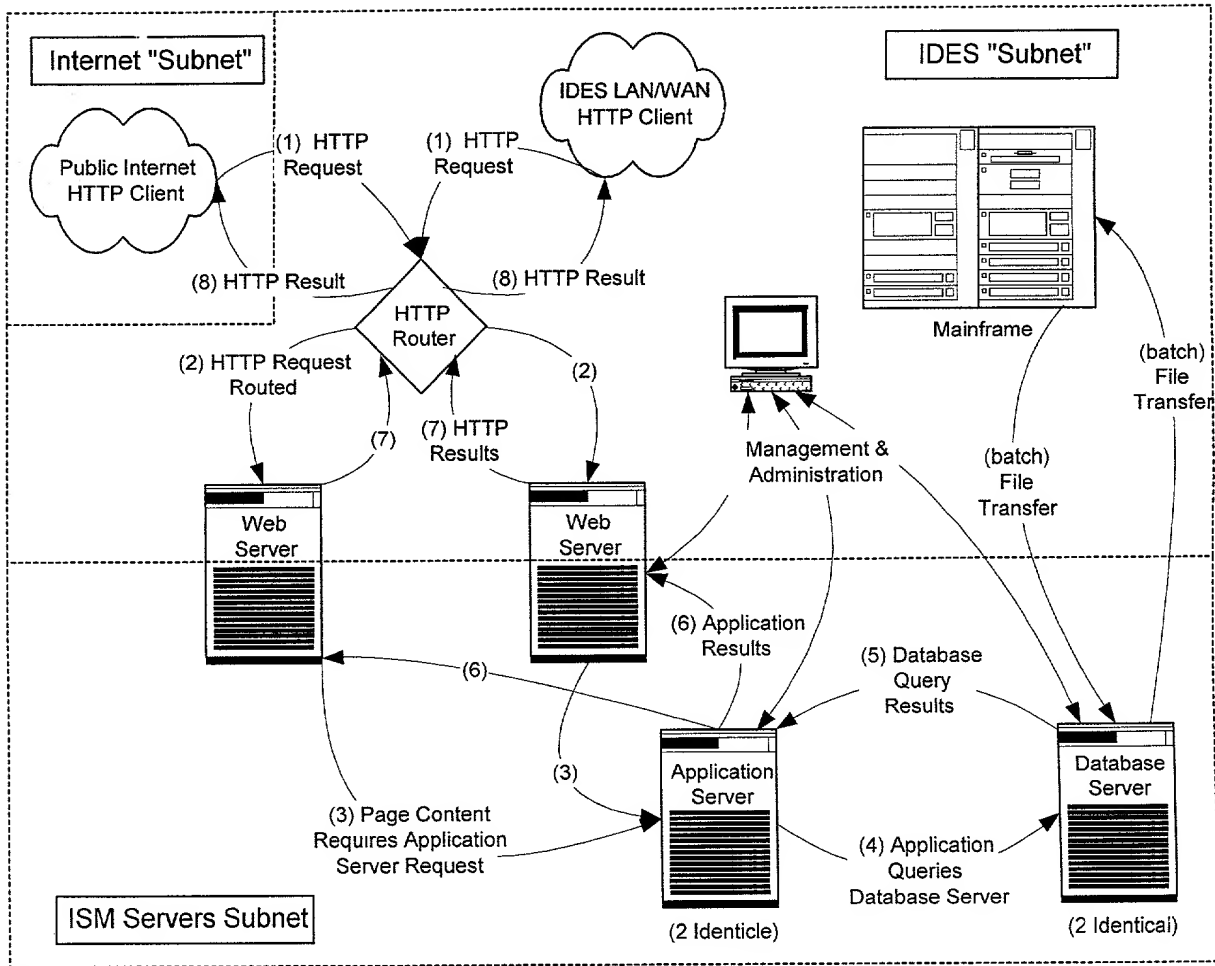


Figure 47

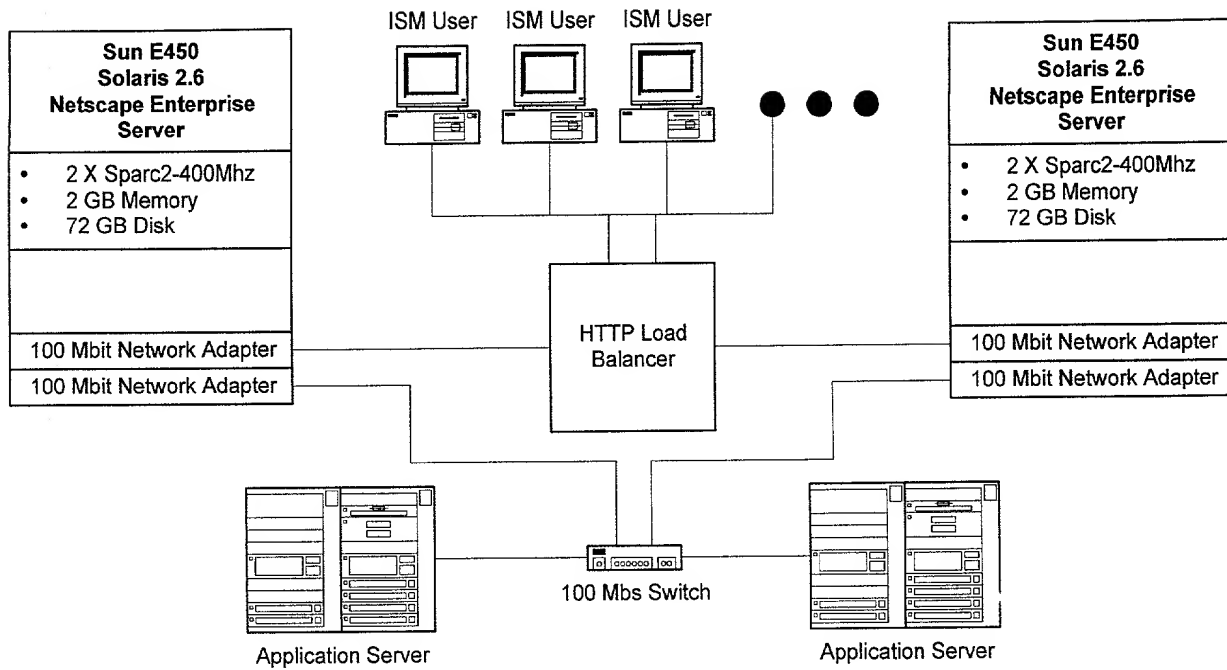


Figure 48

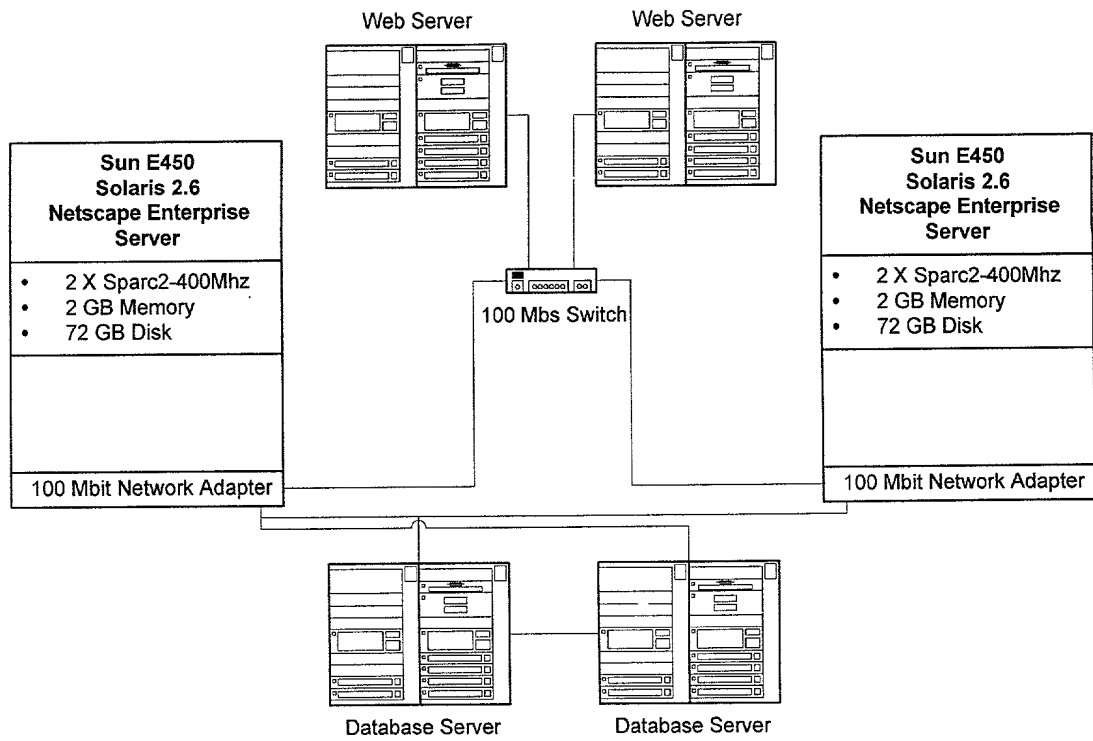


Figure 49

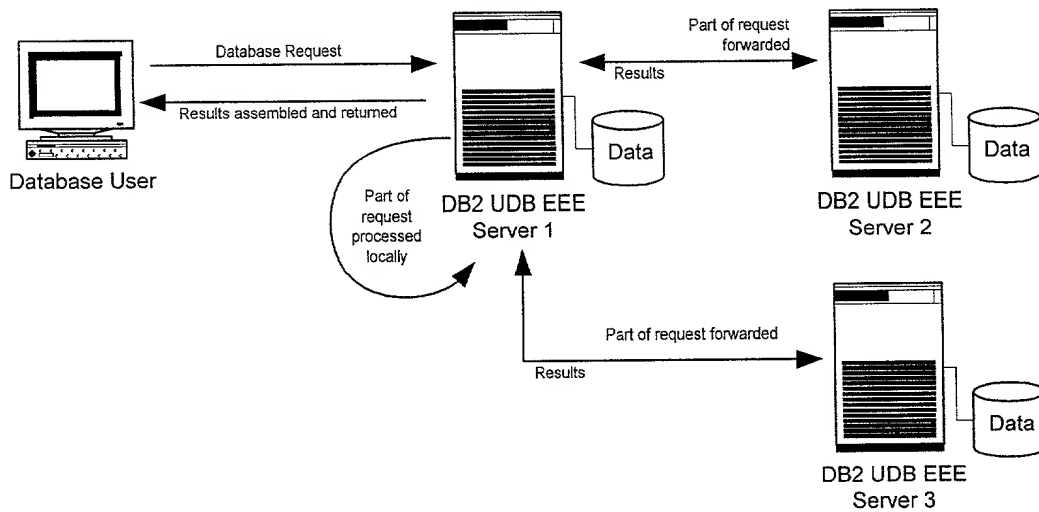


Figure 50

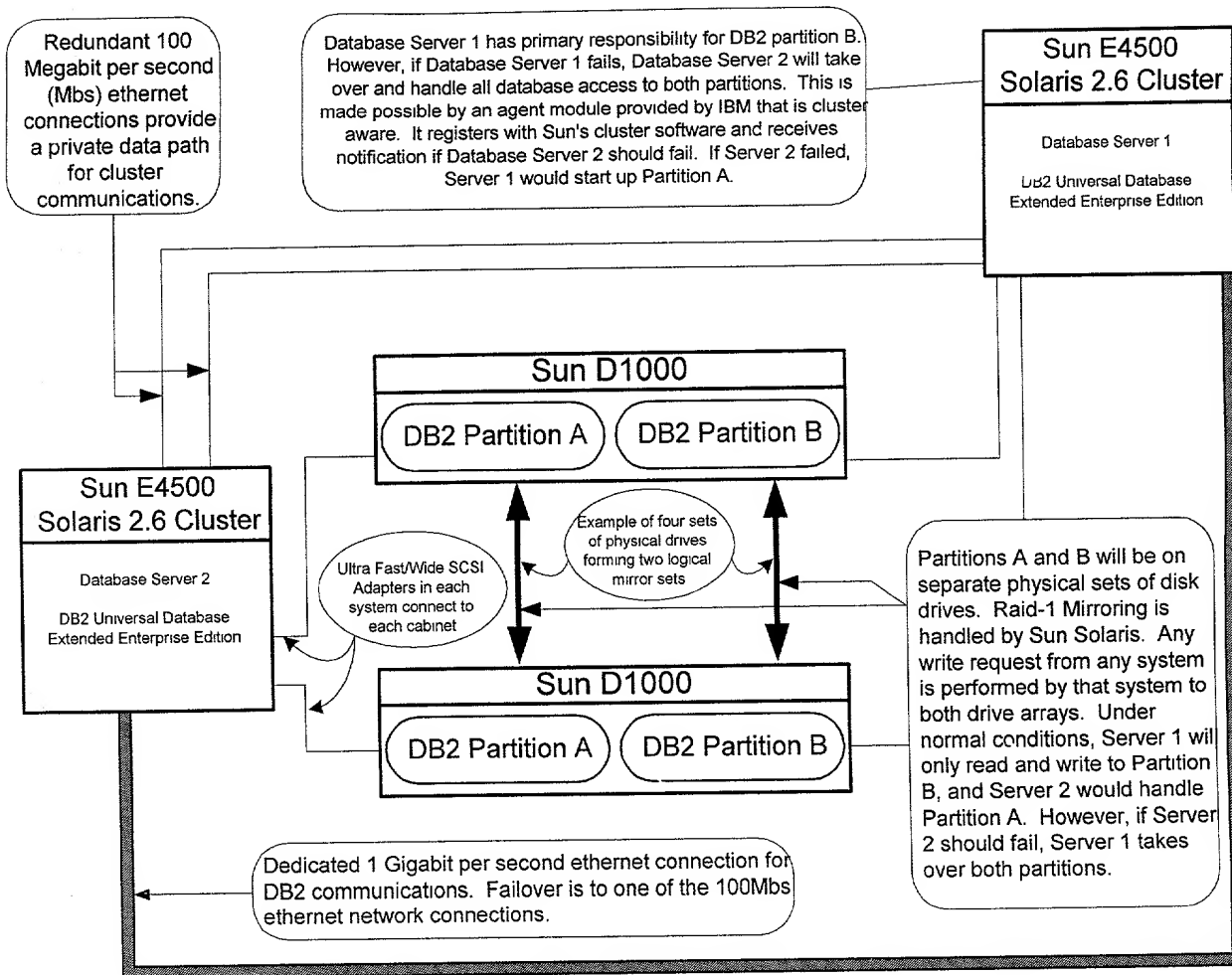


Figure 51

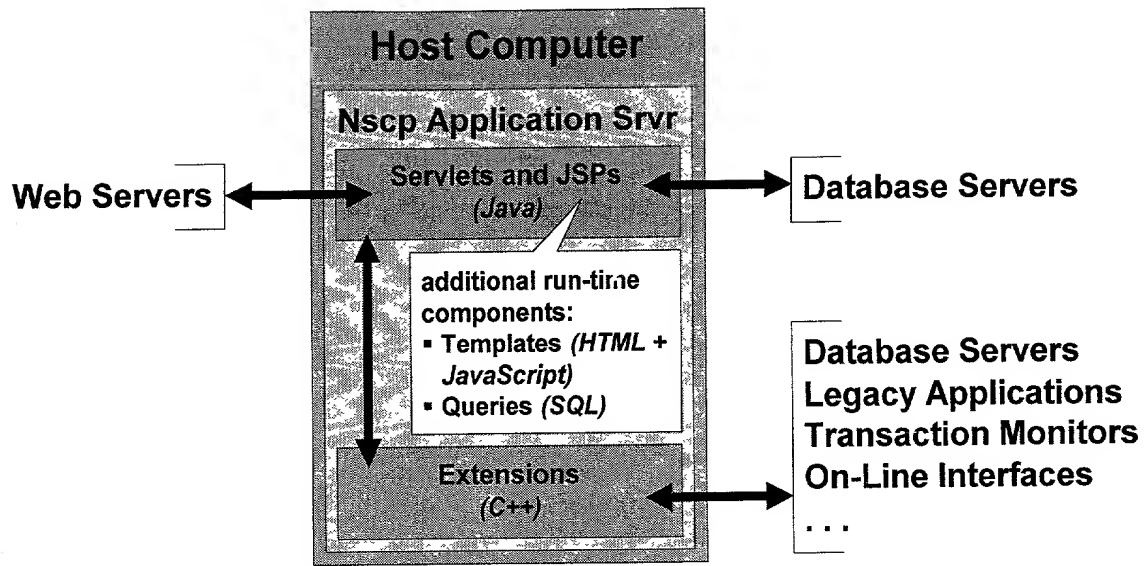


Figure 52

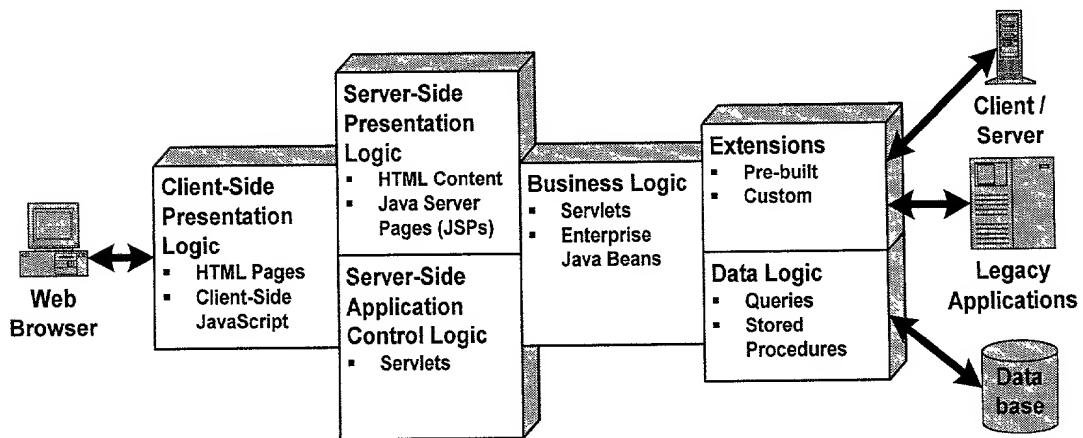


Figure 53

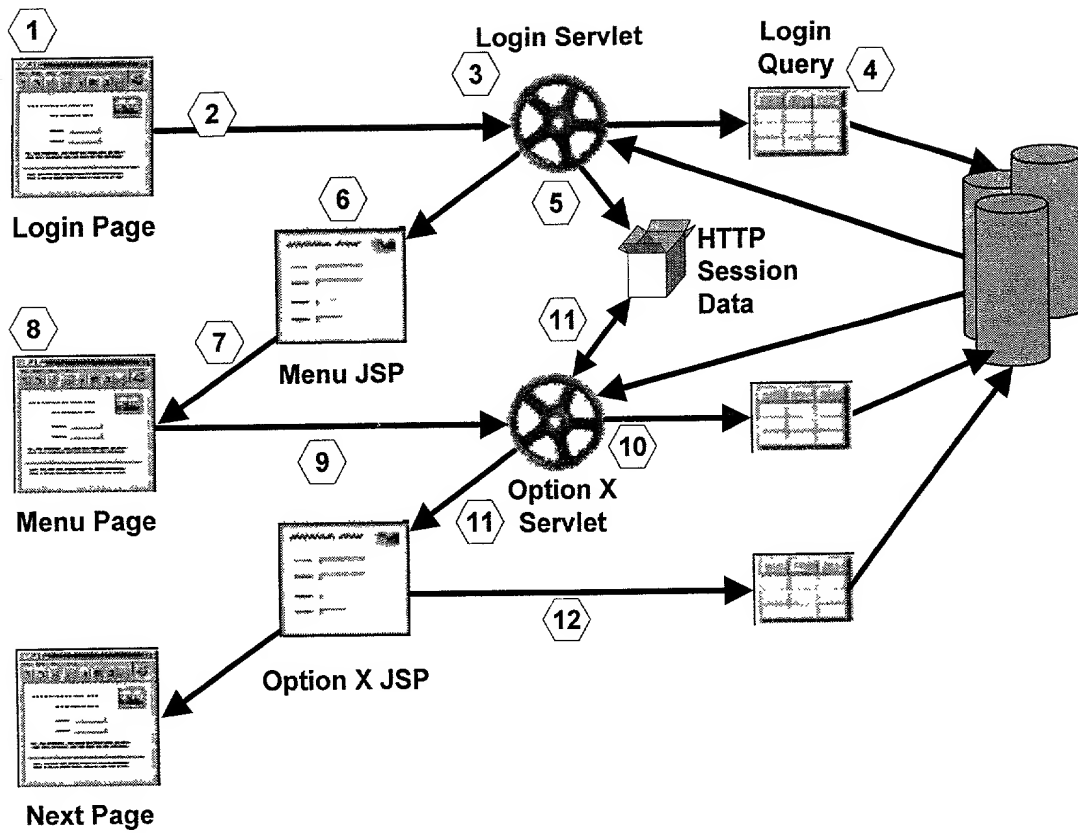


Figure 54

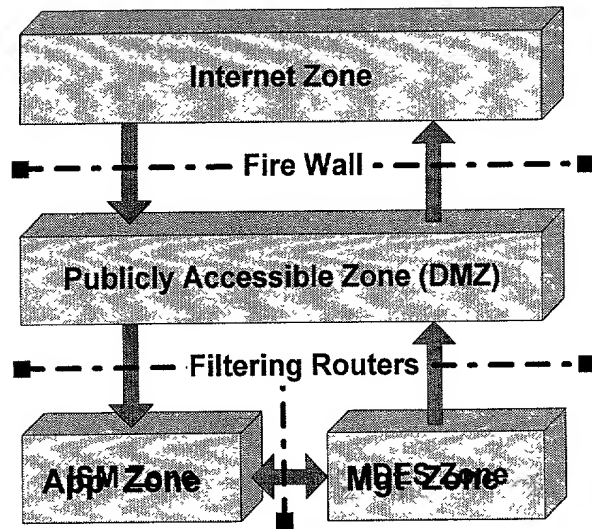


Figure 55

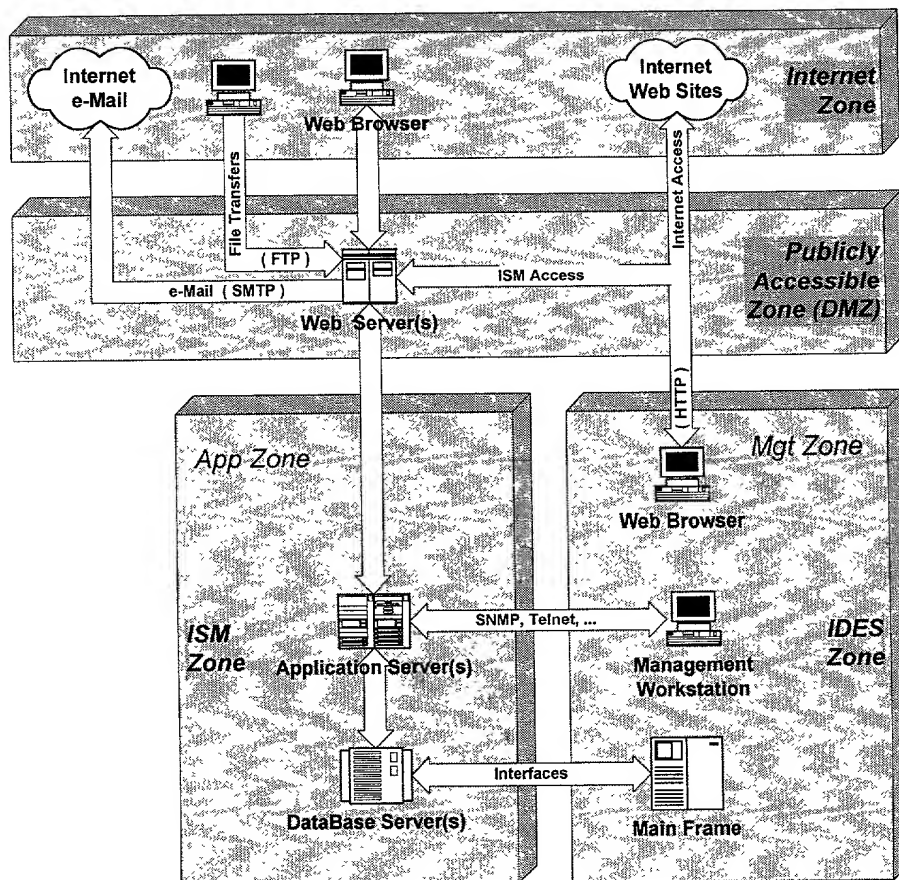


Figure 56

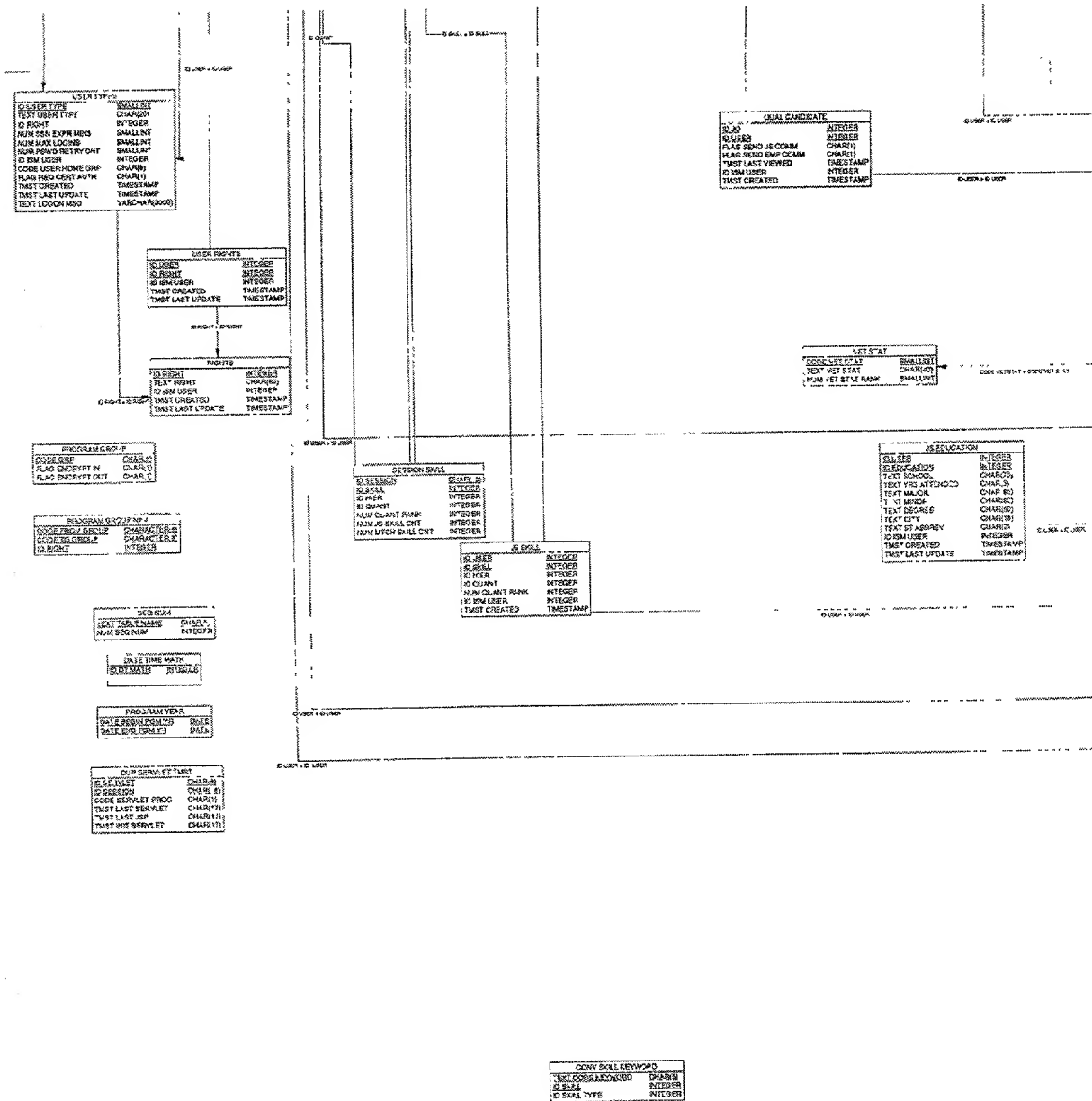


Figure 59

